

FSCS Steering Committee Meeting
June 9-11, 1997
Holiday Inn, Silver Spring, MD.
Minutes

6/23/97

Attendance:

Steering Committee Members

Attending:

SDC's: Diana Ray Tope (Chair), Sandy Long (Vice Chair), Diane Carty,
Diane Gunderson, Keith Lance, Libby Law (Secretary), Gerry Rowland,
Lawrence Webster
ALA Rep: Mary Jo Lynch
COSLA Rep: Tom Sloan
NCES: Adrienne Chute, Rosa Fernandez, Carrol Kindel, Roz Korb, Elaine Kroe
NCLIS: John Lorenz, Kim Miller
PLLI: Barbara Humes, Keri Bassman
Office of Library Programs: Jane Heiser
Census: Michael Freeman, John Medina, Regina Padgett, Dawn Pennell, Ellen
Thompson
Westat: James Branham, Steve Fischer, Libby _____

Absent: Mary Alice Hedge, Paul Planchon

Diana Ray Tope called the meeting to order. New members of the Steering Committee were welcomed. Steering Committee Members and guest introduced themselves.

Sandi Long presented a brief analysis of the Evaluations of the 3/97 Training Workshop Meeting.

The Steering committee Objectives were reviewed. The Technical Subcommittee 1997 Objectives were revised to include a review of current error/warning messages and identification of those to be added. Note: in the future error/warning messages will be referred to as Edit Checks.

Mary Jo Lynch reviewed the concerns regarding lack of data from the Territories which were summarized in her May, 1997 memorandum. The requirement of submission of data by the territories is a NCES Policy Issue. In the future territories will be encouraged to submit data but limited effort will be given to follow-up contacts with the territories and data will not be incorporated into the tables for the States and the District of Columbia.

Roz Korb reported that NCES and Census are getting ready to impute data. Imputation could take as much as 1 1/2 months. Once data is imputed tables will be prepared as for previous reports.

OMB clearance for the 1996 Survey is expected by the end of August but it could be as late as the end of September. DECPLUS will be distributed to SDC's on June 16 and posted on the Internet. The official due date will depend on OMB Clearance. States may submit data prior to OMB clearance and will be encouraged to do so. Mentors are to inform SDC's about this situation.

The process and timetable from the receipt of data to the publication of data was reviewed. The process takes approximately 12 months after the last state submits data.

The PLRS List Serve will be used to encourage states to submit data on schedule. Prior to the deadline, a list of states that have submitted data will be posted. After the deadline, a list of states which have not submitted data will be posted.

There was a discussion of the procedure for contacting states regarding "edit checks found". It was agreed that SDC's need to be notified as early in the process as possible since they may be able to respond quickly to notices received several months after they submit data.

Jane Heiser (IMLS - Library Programs) reported on the status of the move to the Institute of Museums and Library Services into the Old Post Office Pavilion. Policy issues are still being discussed. She reported on the status of receipt of state 5-Year Plans and stressed the need for data on the impact of LSTA to support budget request.

John Lorenz reported on the plans for the Forum to be held in September 1997. The Forum will include 50 people (20 from outside of the DC area). NCES, NCLIS, COSLA, and IMLS representatives drafted an agenda related to LSTA - State grant program data needs and implications. Plans include general presentations and small group discussions of LSTA primary purposes which have been divided into four groups. The Forum will be examining data elements and definitions for all types of libraries. A major concern is the evaluation of federally supported library projects and state reporting to meet the requirements of the Government Performance & Results Act. The COSLA Evaluation Committee chaired by Amy Owens will be involved. Members of the FSCS Steering Committee and SDC's will serve as recorders: Keith Lance, Gerry Rowland, Mary Jo Lynch, Susan Paznekas (SDC-MD).

John Lorenz reported that MOU fund balances for fiscal 1997 are available for Technical Assistance and Training proposals.

Diana Ray Tope reported on a meeting with Jane Williams to discuss the FSCS Steering Committees development of a long range strategic plan. Jane Williams is supportive of the FSCS program and indicated that the development of a long range strategic plan for FSCS is not in conflict with the NCLIS study.

Survey of Library Cooperatives: Rosa Fernandez reported on the results of the pre-test and plans for the full survey in September. Keith Lance asked that each SDC receive a copy of the survey and a list of library cooperatives in their state receiving the survey.

Steve Fisher, Westat, presented a report on the status of the Mapping Task Order. Mapping has been completed for the easy and moderately difficult public library sites. They plan to complete the significantly difficult by July 1997 and the legal service areas by September 1997. There was a brief discussion of the difference in definition for legal service basis and the actual legal service area.

There was a discussion of the process and concerns about the delays in publication of the 1994 data and how this may have been impacted by the NCES reorganization. Tom Sloan will meet with Paul Planchon, Carol Kindel, and Roz Korb to discuss the concerns.

Concern was expressed about definition compliance as it relates to data quality.

FSCS Vital Statistics: Mary Jo Lynch reported on the changes in the number of libraries and the confusion regarding libraries reporting no central outlets or multiple central outlets. There is also a concern about what is to be done with data for libraries reporting that they do not meet the FSCS definition for a Public Library. The concerns about this will be discussed by the Data Use Task Force which meets following the FSCS Steering Committee Meeting. Mentors need to follow-up with what is happening in Illinois and Pennsylvania.

Evaluation of workshop report is to be sent with minutes.

The Definition Subcommittee expressed a need for more time to meet. Diana Ray Tope, chair of the subcommittee, will apply for a technical grant for the subcommittee to meet for 1 1/2 days prior to the next FSCS Steering Committee Meeting.

Tom Sloan received encouragement to develop a proposal for a small meeting of library network managers on electronic services data they are collecting or planning to collect.

Next Meeting: September 8-10, 1997

Plus's

New people on steering committee

Gerry Rowland's return

Home buddies Mascot

Level of involvement by COSLA representative - Tom Sloan

Spirit of Walt Terrie

PSA's local arrangements

Having only one speaker at lunch

Supportive spirit of group

Kim Miller

Delta's

Neglect of Mascot

Isolation of Hotel

DATA USE SUBCOMMITTEE MEETING -- Keith Lance

Libby's notes: The Data Use Subcommittee discussed concerns about late submission of data by the states and steps that could be taken to encourage states to submit data on time.

A letter will be sent to Chief Officers signed by Jeanne Simon before ALA.

A reminder of assistance available will be posted on PLRS Listserve in Mid June.

A list of states reporting by the deadline and not reporting by the deadline will be posted on the COSLA and PLRS listserves August 31. Mentors are to make follow-up contact with states not submitting data by the deadline.

The subcommittee also discussed concerns about the scope of Legal Basis Code and geographic services area, updating of geographic coding, and bringing the two GIS projects together.

DEFINITIONS SUBCOMMITTEE -- Libby Law

Attending

Name	Affiliation
Steering Committee:	
Diana Ray Tope	SDC, subcommittee chair
Diane Carty	SDC
Adrienne Chute	NCES
Jane Heiser	Library Programs
Roz Korb	NCES
Keith Lance	Data Use Subcommittee Chair
Libby Law	Secretary
Sandi Long	SDC
John Lorenz	NCLIS
Mary Jo Lynch	ALA
Tom Sloan	COSLA

Guest:

Barbara Humes	NCES
Keri Bassman	NCES

The committee reviewed the 9 data elements receiving 10 or more endorsements at the Training Workshop, identified other concerns, and reviewed the Policy and Procedures for Review of Data Elements.

The Definition Subcommittee expressed a need for more time to meet. Diana Ray Tope, chair of the subcommittee, will apply for a technical grant for the subcommittee to meet for 1 1/2 days prior to the next FSCS Steering Committee Meeting.

There was a discussion of the need to justify any additional data elements and the basis of the need for the information in relationship to the burden of reporting.

What can/should be done with data reported which does not meet definition?

Data Items discussed:

1. Capital Expenditures

2. Operating Expenditures and Employee Benefits Expenditure

3. Web Page (URL) Address

This information would be useful in publications and serve as a error check. The WEB address would be part of the Universe File. Pro's and Con's are to be solicited and Sandi Long (?) is to prepare the ballot for this item.

The addition of e-mail addresses for the library and for the director were discussed. This is to be posted on the list serve to see if SDC's want the Steering Committee to pursue.

4. Type of Internet Provider - tabled for future discussion.

5. Number of Computers in the library

This is an important measure of access to electronic services. The subcommittee discussed expanding the item to include number of access ports for dial in access, computers/terminals available to access information, excluding computers/terminals with access to OPAC only and calling the item "number of points of access to electronic information for the public". Examples of a point of access include personal computers, terminals, and workstations. Each is to be counted only once.

The number of point of access to the Internet (public, staff only) The number of other points of access that do not also provide access to the Internet (public, staff only).

Keith Lance and Sandi Long and to prepare this for the next meeting.

6. Number of Hits - unique IP addresses

7. Number of Computer uses

8. Number of Users of Electronic Materials (This should be Number of Uses of Electronic Materials and refers to locally mounted data)

The subcommittee agreed that the definitions presented at the Training Workshop for 6, 7, and 8 are acceptable.

The subcommittee feels that counts of locally mounted electronic information (number 8) should be pursued.

Keith Lance will prepare a list of metering software.

The data collection problem is whether the library owns the server or contracts with a service provider. Some service providers will provide statistics and some will not. Libraries which own their server should be able to provide data. States with statewide networks should be able to provide data for the state and may be able to provide it for each library.

Tom Sloan will pull together some network staff at the state level and prepare a list of useful data that can be collected and should be available from a service provider.

9. Geographic area served (vs governance)

10. Staffing

The ballot problem regarding (Data items 13 - 16) was discussed and there was extended discussion of the definitions associated with these data elements. Roz Korb provided the wording for "Other Professionals" which is used by the Department of Labor. The subcommittee endorsed use of this definition. Mary Jo Lynch and Keith Lance are to develop the ballot which is to be sent to SDC's.

Proposal: Paid Staff (Data Items 13 - 16)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). Report each position under one category only.

Staff with ALA-MLS. This includes all persons with master's degrees from programs of library and information studies accredited by the American Library Association.

---Librarians. Persons with the rank or title of librarian.

---Other professionals. Persons whose regular assignment requires either a college degree or experience of such kind and amount as to provide a comparable background -- e.g. accountants, systems analysts, computer programmers, managers, executives

---Other Paid Staff. This includes all other FTE employees, including plant operation, security, and maintenance staff.

Staff without the ALA-MLS.

---Librarians. Persons with the rank or title of librarian.

---Other professionals. Persons whose regular assignment requires either a college degree or experience of such kind and amount as to provide a comparable background -- e.g. accountants, systems analysts, computer programmers, managers, executives

---All other paid staff. This includes all other FTE employees including plant operations, security, and maintenance staff.

Total paid employees.

Note: Mary Jo Lynch has raised a question. Where should managers, executives be reported if they have ALA/MLS? Options: (1) include them under ALA/MLS Other Professionals, or (2) Add a note to Roz's definition indicating that they are to be included under ALA/MLS Librarians.

The committee expressed the need to pre-test this.

11. Unserved Population

12. Serial subscriptions (print vs electronic)

13. Electronic Technology (Data items 1 (?) - 17) proposal to clarify.
This item was deferred to the September meeting.

14. Libraries reporting no central and libraries reporting more than one central. A quick use of the listserve provided some further information on this item. Mary Jo Lynch and Tom Sloan will review the status of this and report at the next meeting.

15. Capital Income. Is there a need for a data element on "Capital Income" so that libraries will have some place to report this and not mix it with Operating Income?

TECHNICAL SUBCOMMITTEE MINUTES -- Gerry Rowland
Members attending were:

Names	Affiliation
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Steering Committee:

Gerry Rowland	Chair
Diane Gunderson	SDC
Lawrence Webster	SDC
Carrol Kindel	NCES
Elaine Kroe	NCES

Guests:

Mike Freeman	Census
John Medina	Census
Ellen Thompson	Census
Dawn Pennell	Census

Introductions were made. Members discussed briefly the history and accomplishments of the group. Our mission has been to keep public library data collection at the leading edge by:

- continuous improvement to DECPLUS
- integrating new technologies for submission, such as using Internet FTP for data submission.
- Encouraging and supporting local electronic data collection options.

DECPLUS for 1997

The first charge to the subcommittee is to provide a functioning version of DECPLUS on schedule. Census reported that several improvements had been made with version 2.3, including faster processing and tables that display state summaries for 2 years side-by-side. Version 2.3 was tested by Iowa, Kentucky, Illinois, and Utah.

DECPLUS software is scheduled to be mailed out in mid-June. The software will also be available through the Internet. Printed manuals will be sent to all states. States that indicated a preference for downloading their software will not receive DECPLUS diskettes.

DECPLUS for 1998

The second goal for the subcommittee, the development of the Windows 95 version of DECPLUS, is proceeding. Both DOS and Windows 95 versions will be available for the 1998 data submission. Advantages of the Windows version include:

- Excel import features
- Point and Click navigation
- Improved printing capabilities

The Windows 95 version will not have all the bells and whistles. Printing of tables may need to be done with the DOS version, for example.

The subcommittee is looking at other improvements for 1998. One area of concern is that of error/warning messages. The new name will be EDIT MESSAGES, to emphasize that, while the values that are displayed need review, they are not necessarily errors. There will also be a review of existing edit messages to determine if:

- Existing tolerances are generating so many messages that the truly problematic values are going unnoticed
- Edit checks performed with other software by NCES are also included in DECPLUS.

DECPLUS could be even more effective if all of its capabilities were used. Members agreed that SDC's should be encouraged to read the manual before using DECPLUS. Some features, such as the option of loading edit messages into a word processing program for easier manipulation, need to be presented at a workshop. Our recommendations were forwarded to the Training subcommittee.

FSCS and the Future

The impact of new developments with Windows 95 and the Internet was discussed during the second meeting of the subcommittee. Members agreed that a survey of hardware, software, operating systems, and printers available to State Data Coordinators needed to be conducted. The outline of a survey instrument was prepared by the subcommittee. Distribution to SDC's was projected for August 1997.

The potential for Web-based submission of data was discussed at some length. Maryland and Florida are collecting FY97 data via the web. While it is technically feasible for state data to be submitted via the web, we will not likely see such development until the DOS version of DECPLUS is no longer supported.

The issue of providing Web-based interaction with the state summaries and the full data set was also discussed at length. There is still a need to provide easy access to our data that is more user- friendly than the raw information provided on diskette. Libraries want to make peer comparisons with similar libraries in other states.

This interactive on-line product would be similar to PUBLDAP (public library data analysis program), which was never successfully implemented. One suggested name was WEBLDAP. Another was WALT (Web Access to Library Tabulations). The possibilities for such a product were more fully discussed by the Data Use Task Force.

TRAINING SUBCOMMITTEE MEETING -- Sandi Long and Libby Law

Members attending were:

Name	Affiliation
Steering Committee:	
Sandi Long	SDC, subcommitte chair.
Diane Gunderson	SDC
Roz Krob	NCES
Libby Law	Secretary
John Lorenz	NCLIS
Diana Tope	SDC

There was a brief discussion of the budget and cost of last years training workshop. Roz Korb reported that NCES is negotiating a new contract and the PSA may not be the contractor at the time of the workshop. Sandi Long will work with Jeff Williams (NCES) to make hotel arrangements before the current contract expires on October 1.

Tentative dates for the Training Workshop are: March 30 - April 1.

Location: Washington, DC area.

Topics/areas to be included in Training Workshop:

- Electronic data use definitions - measurement
- Report from Forum - Tom Sloan
- The need for a list of acronyms should be included in the handouts (IMLS, SDC, FSCS, ALA, PLA...

FSCS Training Workshop Agenda
1998

First Draft

Sunday, March 29

2:00 New SDC Training
 Revised bylaws
 Introduction of players
 Steering Committee responsibilities
 Keith's alphabet
 Definitions - TEST
 Stress timely data submission. Go over the schedule and time line.
 Gerry - training on DECPLUS DOS and Windows.
Mail notebook early with a letter to indicate that they should read the definitions and
bring questions.
5:00 Adjourn

Monday, March 30

9:00 Welcome, introduction of new SDCs, introduction of candidates.
9:30 First General Session - Technical Subcommittee
 Trend analysis - Roz Korb
 Timeliness
 Windows software
 Imputation
11:30 Break
11:45 Second General Session - Definitions Subcommittee
12:45 Break
1:00 Lunch with speaker. (Suggestion from J. Lorenz - Carol Rasco, a former
White House staff member, and now in the top echelon of the Department of Education,
in charge of the America Reads program, a strong library supporter.)
2:30 Break
2:45 Second General Session continues - Definitions Subcommittee
3:45 Break
4:00 Second General Session continues - Definitions Subcommittee
5:00 Adjourn

Tuesday, March 31

- 9:00 Third General Session - Data Use Subcommittee
Suggestions: Keith's show and tell
Flag show
Public library director who uses the data
- 10:30 Break
- 10:45 Concurrent sessions
Lab (several PC's each running something different)
State Library survey
IMPS
WEB Server - measuring use
WEB - Downloading from the WEB
DECPLUS (including using the manual to load edit messages into
word processing for easier manipulation)
DECPLUS - WINDOWS 95 version
Internet submission
- 11:30 Repeat of the concurrent sessions
- 12:15 Break
- 12:30 Awards luncheon
- 2:00 Break
- 2:15 Mentor groups
- 3:45 Break
- 4:00 Repeat of concurrent sessions
- 4:45 Repeat of concurrent sessions
- 5:30 Adjourn

Wednesday, April 1

- 8:00 SDC Caucus
- 9:15 Break
- 9:30 Fourth General Session
Report from the Caucus
Reports from the mentor groups
Turn in ballots
- 10:15 Break
- 10:30 Business meeting
Goals for 1998
Election results
+ / -
Evaluations
Stress timely data submission
- 11:30 Adjourn
- 12:00 Steering Committee business meeting and lunch

To do:

In the future error/warning messages will be referred to as Edit Checks.

Mentors are to inform SDC's about the status of OMB Clearance on 1996 Data collection and implication of reporting.

Tom Sloan will meet with Paul Planchon, Carol Kindel, and Roz Korb to discuss the procedural concerns.

Evaluation of workshop report is to be sent with minutes.

Diana Ray Tope is to explore technical grant for subcommittee to meet prior to next FSCS Steering Committee Meeting.

Pro's and Con's are to be solicited and Sandi Long (?) is to prepare the ballot for Web Page (URL) Address

Keith Lance (??) is to post the proposed addition of e-mail addresses for the library and for the director on the listserve.

Keith Lance and Sandi Long are to prepare proposal for Number of points of access to electronic information.

Keith Lance is to prepare a list of metering software to count electronic measures.

Tom Sloan is to identify electronic data measures a Network Provider should be expected to provide.

Mary Jo Lynch and Keith Lance are to prepare the Staffing ballot (Data items 13 - 16)

Mary Jo Lynch and Tom Sloan will review the data and report on libraries reporting no central and multiple centrals at the next Steering Committee meeting..

Mentors for Illinois (Diane Gunderson) and Pennsylvania (Libby Law) are to follow-up with number of centrals issue.

Mentors are to notify SDC's that funds are available for technical and training assistance.

Mentors are to contact SDC's to determine if assistance is needed to meet the deadline for reporting.

Sandi Long will contact Jeff Williams about Training Workshop hotel.

A letter (signed by Jeanne Simon) is to be sent to Chief Officers of State Library Agencies encouraging them to submit data by deadline.

Technical Subcommittee is to survey states regarding availability of hardware, software, operating systems, and printers before next Steering Committee meeting.